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25X1A1A

- 202
- 4964
- 1984
- 2
- ABO
- T20

I - Tech Address

25X1A9A

1 - PP/Staff Chrono
2 - DD/ST/Relativity

violate TSP/00 - 9

0504: [REDACTED] :T43/cr25X1A9A

1. A copy of Reference memorandum is attached for your information.
2. A review of ID/UNIT Office records indicates the degree of overtime payments varies considerably in each Office. For comparison purposes, using as a base, funds authorized each Office in FY 1963 for personal payments, overtime paid in some Offices is as much as 250 per cent greater than in other Offices.
3. The requirement is to reduce overtime in FY 1964 by not less than 25 per cent from FY 1963 levels. Since half the year is gone, we interpret the instruction to mean that overtime payments for the balance of the year must be reduced by 25 per cent below comparable time periods in FY 1963.
4. In FMSAC the total of overtime payments authorized for FY 1964 has been fixed at \$1,000.
5. Assistant Directors will immediately institute such controls as may be necessary over the authorization of overtime payments to ensure that the FY 1964 total does not exceed the new limitation stated in Paragraph 4. Assistant Directors will also review internal Office procedures to ensure that authority to approve overtime is placed at the highest practical supervisory level.
6. By 15 March each Office will submit to the ID/UNIT a report of measures taken in that Office to reduce overtime payments and to ensure that overtime is authorized only when essential.

Signed:

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Executive Officer
Deputy Director
(Science and Technology)

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GROUP 1
Excluded from automatic
downgrading and
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Insert for each Office in para. 4:

OCS - [redacted]
OPD - [redacted]
OSI - [redacted]
OSA - 25X1A1A
OSI - [redacted]

Distribution:

- 25X1A9A 1 - Each Addressee
1 - [redacted]
1 - [redacted]
1 - PP/Staff Chrono
2 - DD/S&T Registry

25X1A9A DD/S&T: [redacted] 4020:hjb

BLEEDING FROM OBVERSE

25X1A9A [redacted] hBongTg

25X1A9A [redacted]
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